

# Director / Producer Meeting: Common Casting

- **Tabling**
  - sign up for tabling (Mainstages: 2 slots; Everyone Else: 1 slot)
  - At least 2 people from the staff at the table, please
  - 5:45-9pm or 8:45-12am
- **Pizza-Q**
  - This Sunday, February 1st from 5-6pm, Loeb Ex
  - Bring flyers to publicize your show!
  - Send as much staff as you can to get people excited about your show!
- **Publicity**
  - 7:15am on Monday (2/2), Thursday (2/4), Monday (2/9), or Thursday (2/12) at the John Harvard Statue
  - Again, 2 members from each staff!
  - Poster your House over the weekend!
  - E-mail House Lists
  - Create Facebook Events

\*\*You can advertise your show individually, just be sure to mention Common Casting and hrdctheater.com in all of your publicity. The more you build the hype about auditions for your show, the better. We do our best to publicize the week as a whole, but it's the individual shows that get people excited!\*\*
- **Common Casting – Spaces / Slots**
  - Be there 10 minutes before your slot to organize / rearrange the space
  - You **MUST** put the room back exactly as you found it
  - Last call is at 11:45 (out before 12)
- **Holding Auditions** (Monday-Friday, February 2<sup>nd</sup>-6<sup>th</sup>)
  - Folders for auditions (staff member comes to call names from list)
  - Make it fun! Have Candy!
  - Give the Common Casting Speech for each batch of actors auditioning: "Welcome to \_\_\_\_\_, callbacks are posted on Saturday at 10am in the Ex and online, cast lists are posted on Monday at 6pm."
  - Explain what you're looking for at each audition session and feel free to give notes and work with the actors. This is your chance to show off your directing skills and find out how actors respond to your direction before callbacks. Remember, actors are also gauging whether or not they want to work with *you*, so try to behave accordingly. ☺
  - Feel free to bring a more detailed breakdown for casting or information about the show for people to look at while they're waiting outside the room or in the Ex so that actors can be better prepared without taking up too much audition time.
- **Callbacks** (Saturday-Sunday, February 7<sup>th</sup> and 8<sup>th</sup>)
  - E-mail your callback list (**in PDF format!**) to Kevin and Liz (**kdavies@fas** and **ekrane@fas**) by 9am, and post it in the Ex by 9:30am on Saturday, February 7<sup>th</sup> (be sure you include when and where your callbacks are being held and contact information in case someone has a conflict.)

- This is your last chance to initiate contact with actors before they sign for roles on Tuesday. If you have any questions, need to clarify what an actor's conflicts are, et cetera, be prepared to ask at callbacks!
- Callbacks schedule will be finalized as soon as possible. Remember to look it over after this meeting if you have not already and email Liz at **ekrane@fas** to confirm that your schedule works or notify her of any issues.

**\*\*NOTE REGARDING TECH REQ:** Tech requirement lists (how many people you will need for build crew, run crew, et cetera) are due to Bill Grace (**wgrace@fas**) by Saturday the 7<sup>th</sup> at 9am (the same time you send in your callback lists).

**\*\*NOTE REGARDING FIRST-ROUND CASTING:** You are permitted to first-round cast students from other neighboring schools. However, please remember and consider that these are Harvard's resources and students from other schools have the opportunity to be involved with productions at their own schools. In addition, scheduling for your production is much easier when everyone is under the same university schedule. If your production can be first-round cast from the pool of Harvard-affiliated actors, please do so.

- **Cast Lists** (Monday, February 9<sup>th</sup>)
  - Email Kevin and Liz (**kdavies@fas** and **ekrane@fas**) your first-round cast lists (**in PDF format!**) by 9am on Monday, February 9<sup>th</sup> (it will be compiled and sent out to all the staffs by 10am)
  - Email Kevin and Liz the same first-round cast list and alternates list (if any) (**in PDF format!**) by 5pm on Monday, February 9<sup>th</sup>, and they will be posted on the HRDC website by 6pm.
  - **YOU** must go to the Ex and post your cast lists by 5:45pm on Monday, February 9<sup>th</sup>. Please include contact information for your director(s) and producer(s). People may be calling you to ask for more information about the show, to see if they can work on multiple shows, et cetera. No staff members may be in / around the Loeb after 5:45pm on Monday.
- **Signing Cast Lists** (Tuesday, February 10<sup>th</sup>)
  - Cast lists may only be signed between 4pm and 6pm on Tuesday. All staff members must stay away from the Loeb until after 6pm.

**\*\*Also:** Please read the entirety of the Common Casting Rules in the emerald-colored Audition Booklets provided at this Meeting.**\*\***

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